



AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOUR ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.

DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

<u>ANNOUNCEMENT NUMBER:</u>	MVA 2014-004
<u>OPEN PERIOD:</u>	8 Jan 2014 thru 2359 EDT, 9 Feb 2014
<u>HIRING DIRECTORATE:</u>	NGB/FM
<u>POSITION TITLE:</u>	Financial Management Policy Analyst
<u>AFSC REQUIREMENT:</u>	6F071 (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<u>RANK/GRADE REQUIREMENT:</u>	TSgt/E6 (Promotable) - MSgt/E7
<u>POSITION INFORMATION:</u>	Full Time, Title 10, Statutory Tour
<u>TOUR LENGTH:</u>	2 - 4 Years
<u>AGENCY:</u>	National Guard Bureau
<u>DUTY LOCATION:</u>	Joint Base Andrews, MD
<u>WHO MAY APPLY:</u>	Must be a current ANG, RegAF, or AFRC member and be eligible for ANG membership

1. Requirements

Must hold Rank/Grade requirement by this announcement closeout date.

Must have a Secret Security Clearance

2. Position Description

Reviews policies and procedures regarding financial management, disseminates/interprets policies, drafts and written guidance for all NGB Financial matters. Responsible for dissemination and completion of all taskers and Congressionals assigned to FMA. Provides professional, technical advice and assistance as required. Develops and maintains specific financial management command instructions, pamphlets and supplements to Air Force/Department of Defense instructions, as required, pertaining to financial management that encompasses command budget policies and procedures for appropriated fund (APF) programs. Current FM command publications. Reviews and analyzes budget estimates/cost studies received from NGB directorates for realism, compliance with DOD and command policy, guidance and justification. Prepares presentations to be used in reports, staff studies, publications and briefings. Researches applicable directives and assesses validity of cost work measurement included in financial data. Recommends verification and/or correction when in excess of judgmental tolerance limit. Coordinates, arbitrates or makes decision in cases involving questions and disagreements between programs or organizations in such areas as responsibility for budgeting and funding for specific items, standardized budget estimation and financial planning documentation, applicability of appropriation law, statutes, legal opinions, Comptroller General decisions, DoD/Air Force/DFAS/ANG instructions and related matters. Reviews and researches congressional legislation, Appropriation Acts, and regulations, directives, and instructions originating outside the Air National Guard and Air Force as well as inside the Air National Guard and Air Force to determine impact on established AMC/MAF budget policy, procedures and systems, and to devise new policies and procedures as required. Reviews, analyzes statutes, executive orders, policies, regulations and instructions of the Secretary of Defense, Office of Management and Budget (OMB), General Accounting Office (GAO), Air Force, DFAS or other staff agencies for budgetary implications. Coordinates, makes recommended changes, or rejects for the NGB/FM budget officer or comptroller to clarify and correct any proposed policies and procedures. Focal point for all MOA and support agreements for NGB/FM. Identifies current and potential problem areas and initiates required corrective actions. Accomplishes special projects, as required. Maintains close liaison with other divisions and branches within NGB/FM to determine that existing or proposed policies and procedures are adequate to their needs and to advise them with respect to special problem areas or unique funding issues. Maintains a close relationship between FMAE and FMAF branch chiefs to enhance support to the Chief, FMA. NGB/FM focal point for all internal inspections. Responsible for file plan compliance and approvals. Proficient proof-reader/editor (format, spelling, grammar) and have a working knowledge of computer hardware/software, records management, Excel/Word programs. Perform other duties as assigned.

3. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in ANGI 36-2502.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 4 duty days of receipt. You may visit <https://airguard.ang.af.mil/om/vacancy/> for a status update. Do not call for a status update within the four (4) duty day period.

IMPORTANT NOTE:

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your

package refer to Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

TO APPLY FOR THIS VANCANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

<http://www.ang.af.mil/careers/mva/procedures.asp>

